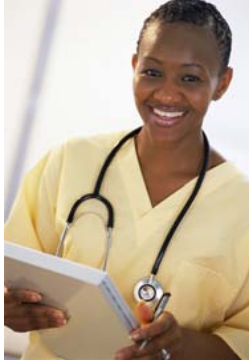


Clearfield Job Corps Center

WORK-BASED LEARNING

A handbook on guidelines and policy regarding WBL



Work-based Learning Coordinators:

- Maryee Otero, 416-4617 (Construction Trade Group)
- Jennifer Johnson, 416-4395 (IT Trade Group)
- Dave Thacker, 416-4389 (Service/Manufacturing Trade Group)

What is Work-Based Learning?

PURPOSE OF THE WBL PROGRAM

The work-based learning (WBL) program provides students with opportunities to prepare for high-skilled, high wage careers by using connecting employers to provide partnership commitments to help students make a successful transition from training to the workplace.



POLICY

- The work-based learning program provides a flexible, yet valuable, addition to the training experience by providing work-based opportunities for students
- Employer/partners are selected to meet specific or multiple training needs of students and they will sign a Cooperative Agreement. Employers will provide a work and training environment which help meet students' needs for credentials, licensing and/or certifications wherever possible.
- The WBL program can have a positive effect upon student employability and will enhance vocational completion, job placement, job-training match, and wage rates.
- Students will participate in one or more of the following:
 - ◊ Linkage I. This linkage is used for job shadowing and is conducted at the employers job site or on center. Job shadowing is to be used for the purpose of allowing students to explore their vocational choice by observing others in an actual work environment.
 - ◊ Linkage II. Conducted at the student's mid-range level, the goal is to place the student with on- or off-center employers. After completion, the student will return to the classroom where they will resume classroom studies for completion of their vocational training program.

What is Work-Based Learning?

POLICY CONTINUED

◊ Linkage III. Held near the end of the students vocational training program, this shall be an eight hour day, five day a week experience. The goal is to provide the trainee with the opportunity to use the skills learned in trade and to provide support and assistance to both the trainee and the work site

No student shall participate in Linkage III until they have achieved their GED or high school diploma.

- No WBL linkage will last more than six weeks. Exceptions , which must be approved by the Center Director, may be granted for students who are waiting for college or advanced training transfers; if additional TAR line items are identified and can be passed off during the WBL period; the student is relocating, doing WBL at a paid site, and needs additional funds in order to be successful after separating from Job Corps.
- If the trainee is in a paid status, paychecks earned during the WBL program will be deposited in an account in Student Finance per the WBL student contract. Students may withdraw \$50 from the account every other week during WBL.
- Students are required to maintain weekly time cards/weekly progress reports signed by their supervisors. These must be turned in to their WBL coordinator at the end of the work week.
- Final evaluation of the students progress and work skills will be completed at the end of the linkage experience.



Benefits and Expectations

Work-based learning is an opportunity to link classroom and vocational learning to practical, on-the-job activities. It brings the workplace into the training environment and the training into the workplace.

BENEFITS OF WBL FOR STUDENTS

Students participating in WBL can anticipate improvement of work habits and attitudes; identification of goals and aptitudes; and motivation to complete and further their education.

BENEFITS OF WBL FOR EMPLOYERS

Employers can help build a pool of qualified workers; reduce overall training costs; and mentor young people.

EMPLOYABILITY EXPECTATIONS

Businesses are looking for employees who demonstrate good work habits, attitude and performance. Employers have stated they are looking for the following “soft” skills.

- Basic skills: listening, writing, mathematics, reading, speaking.
- Thinking skills: decision making, problem solving, reasoning.
- Personal qualities: self-esteem, integrity, honesty, responsibility.
- Interpersonal: team player, customer service oriented, motivated.

WBL APPLICATION PROCESS

The student trainee, WBL site supervisor and WBL coordinator will agree to and sign a Training Agreement. The agreement states the responsibilities of all parties.

Student/trainee - Maintain regular attendance; submit weekly timecards; demonstrate good work habits; and obey the rules and regulations of the workplace.

WBL coordinator - Make certain there is related instruction and serve as a consultant to all parties concerned; maintain regular contact with the trainee's supervisor; ensure a written evaluation is obtained from the employer; and coordinate transportation

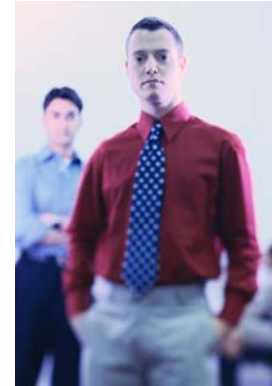
Employer Site Supervisor— Assume responsibility for meaningful training and a safe workplace; keep complete attendance records; and train students in as many TAR items as possible.

What is Work-Based Learning?

DRESS AND APPEARANCE

First impressions are always lasting ones and the initial contact with an employer is often the interview. Dress codes vary at work sites so check with the human resource manager or work site supervisor on what is appropriate. There are some basics that all employers agree upon:

- Be clean and tidy.
- Avoid excessive jewelry or piercing.
- Do not wear shorts, tank tops, hats or sweat pants.
- Do wear neat, clean, pressed clothes.
- For young women, keep makeup minimal.
- Hairstyles should not be extreme.
- Wear cologne or perfume sparingly.
- Hygiene should be maintained—shower and wear deodorant.



BEHAVIOR

Today's employers are looking for employees with good “soft”/employability skills. These skills include a good attitude; good listening; ability to get along with others; and teamwork. The following are guidelines:

- Be on time to work—do not be late.
- Only take breaks if authorized by the employer.
- Avoid talking about personal issues.
- Have a positive attitude—do not complain.
- Watch your language— no cursing or telling off-color jokes
- Be sociable but avoid excessive talking.

ATTENDANCE

Businesses schedule their employees work day in order to serve their customers. It is critical that work schedules be adhered to and followed:

- Arrive promptly, preferably 10 to 15 minutes early.
- Call the work site supervisor if you cannot work that day or will be late.
- Do not schedule appointments during your WBL day.
- Respect the employer's time.

WBL Student Contract

I, _____ agree to adhere to the following policies and procedures regarding work-based learning.

1. If ill, I will report directly to Wellness Services for "sick call." It is my responsibility to report my illness and inability to fulfill my WBL obligation to my WBL coordinator and my WBL employer site supervisor
2. I will not walk off the job at anytime. If there are issues or problems, I will work with my site supervisor to resolve them. If no resolution can be obtained, either myself or the site supervisor will contact my WBL coordinator for assistance.
3. If I receive a referral for any appointment on Center, I will go to work and notify the WBL coordinator about the referral who will reschedule the appointment. If given advance notice of an appointment that I cannot miss, I will give my WBL site supervisor a minimum of two days notice. I will not take a day off without pre-arrangements with my site supervisor and WBL coordinator.
4. I am responsible to pick up time cards weekly from my WBL coordinator and record hours worked. Time cards must be verified and signed by the WBL site supervisor. I will turn in the time cards at the end of the work week to my WBL coordinator.
5. I will carry my Job Corps I.D. and my WBL I.D. at all times.
6. I will not take a radio to work and will only use my cell phone on breaks, if authorized by the employer.
7. At the end of my WBL experience, I am encouraged to write a letter of appreciation to the site and request a letter of recommendation.
8. The time frame, not to exceed six weeks unless approved by the Center director, will be established by the site, WBL coordinator and vocational instructor. I will not change the length of time of the WBL experience.
9. If I am fired from the WBL site, fail to complete the designated training time, or quit the WBL program for any reason, I understand a special SEP will be held.

10. If I am at a paid WBL site, I understand my paychecks will be sent to the CJCC Student Finance Department for deposit into my personal account. This account will be separate from any account that I currently have and also will be separate from my readjustment account. I will only be able to withdraw \$50 from this account every two weeks for as long as I am on WBL. I will not be able to withdraw any money for any purpose other than tools or clothing needed for employment. I will receive all the money from this account upon transition from the Job Corps program in the form of a check.
11. I agree to dress appropriately for the work site.
12. I agree to not wear work cover-alls on Center transportation.
13. I agree to adhere to the WBL site's policy on breaks and lunch schedule.
14. I agree to report to work on time and not leave early.

I have read the rules and expectations described above and agree to the terms. I also understand that violation of these rules and expectations will result in my discharge from the WBL program.

Trainee (print)

Trainee's signature

Date

WBL Coordinator (print)

WBL Coordinator's signature

Date

A copy of this signed contract will be maintained in the student's file.